

Notes for Veterans, Military Affairs and Homeland Security  
Committee concerning HB 4060

I would like to thank the Chair Senator O'Brien and other members of the Committee for the opportunity to speak today concerning HB 4060. My name is Rick Donovan and I represent the American Legion Department of Michigan. I would quickly like to go over the outline below, along with the packets of information provided if time allows.

- I. Joint Services Transcripts provide a universally accepted means of evaluation of military training and experience. It simply allows Academic Advisors and Registrars at institutions of higher learning, a document, so that they can ethically advise a student to a certificate or degree plan their institution may offer which takes advantage of previously paid for military training and experience.
- II. Transcripts from a college or university are universally recognized tools used by employers to document training and experience. In today's climate of applying for jobs via the internet college transcripts have become more important than ever before in the pre-screening process for a job interview.
- III. The State of Michigan requires a college transcript showing the amount of credits earned for many of its job postings and opportunities (REFER TO PACKETS PROVIDED) Private sector positions have similar requirements.
- IV. Evaluation of Joint Services Transcripts saves Michigan money with the recent passage of the National Guard Tuition Assistance Act. Michigan trains our National Guard and no one questions this training or skillset during an emergency. Joint Services Transcripts streamline this training and experience to potential college credit.
- V. Evaluation of Joint Services Transcripts saves the U.S. Government money by not duplicating training the Department of Defense paid for, that now the Veterans Administration offers and is budgeted for via the various forms of the GI Bill. Often 36 months of GI Bill benefits fall short of a 48 month Bachelor Degree without proper evaluation of military training and experience.

I would like to thank the Chair and Committee for the opportunity to speak today. I welcome any questions.



# THOMAS A. EDISON STATE COLLEGE

101 WEST STATE STREET  
TRENTON, NEW JERSEY 08608-1176

## Permanent Academic Record

ACCREDITED BY THE MIDDLE STATES  
ASSOCIATION OF COLLEGES AND SCHOOLS

Date of Issue: 01/17/2014  
OFFICIAL SEALED TRANSCRIPT

RICHARD [REDACTED] DONOVAN

[REDACTED], MI

ID.:

SSN:

DOB:

CURRENT PROGRAM  
NONMATRIC Nonmatriculated

Course	Title	Gr.	S.H.	Course	Title	Gr.	S.H.
TRANSFER CREDITS							
Central Texas College							
ENGL1301	Comp & Rhet I		3.00				
ENGL1302	Comp & Rhet II		3.00				
BIOL1301	Biological Science		3.00				
HIST1301	Hist of Us to 1865		3.00				
PSYC2301	Introd To Psychology		3.00				
MISC1450	Microcmpr for Buss		4.00				
SPAN1401	Beginning Spanish I		4.00				

### ASSESSMENT CREDITS

#### TESC-ACE

MAT 101	Technical Mathematics I	CR	2.00
MAN 251	Human Relations in Business	CR	2.00
ENT 120	OSHA Regulations	CR	3.00
ELE 211	DC Circuits	CR	1.00
TEC 142	Basic Blueprint Reading I	CR	3.00
TEC 143	Basic Blueprint Reading II	CR	3.00
MAI 143	Utility Installation	CR	4.00
MAI 199	Spec. Stud. in Selected Topics	CR	4.00
MAI 262	HVAC Controls	CR	2.00
TEC 199	Spec. Stud. in Selected Topics	CR	3.00
TEC 299	Spec. Stud. in Selected Topics	CR	3.00
TEC 299	Spec. Stud. in Selected Topics	CR	4.00
TEC 112	Metal Fabrication	CR	4.00
GRA 101	Engineering Drawing I	CR	3.00
GRA 102	Engineering Drawing II	CR	3.00
COP 199	Internship/ Co-Op Education	CR	4.00
COP 199	Internship/ Co-Op Education	CR	4.00
MAI 199	Spec. Stud. in Selected Topics	CR	4.00

#### TESC-Marines

MEA 195	First Aid	CR	1.00
MSC 131	Marksmanship	CR	2.00
MEA 106	Personal Health	CR	1.00
MSC 161	Outdoor/Survival Skills	CR	1.00
MEA 199	Spec. Stud. in Selected Topics	CR	3.00
BUE 101	Personal Finance	CR	1.00
HRM 316	Employee Motivation & Productn	CR	1.00
MSC 199	Spec. Stud. in Slected Topics	CR	1.00

CUMULATIVE GPA: N/A TOTAL: 90.00

\*\*\*\*\* END OF TRANSCRIPT \*\*\*\*\*



This official transcript does not require a raised seal.

SHARON C. SMITH

REGISTRAR



# EXCELSIOR COLLEGE

Member of The University of the State of New York

7 COLUMBIA CIRCLE  
ALBANY, NEW YORK 12203-5159  
(518) 464-8500

OFFICIAL TRANSCRIPT  
ISSUED TO STUDENT

STUDENT ID NUMBER : [REDACTED] /XXX-XX-[REDACTED] DOB (M/D) : [REDACTED]  
ENROLL DATE : 02/19/2013

RICHARD DONOVAN

[REDACTED] MI [REDACTED] TRANSCRIPT

CONFERRED :

TERM	DEPT	COURSE NUMBER	DESCRIPTIVE TITLE	SEM HRS	GRADE
MILITARY SERVICE SCHOOL COURSE					
BASIC MILITARY TRAINING					
88/SP			MARKSMANSHIP	2.00	P
			PERSONAL HEALTH/HYGIENE	1.00	P
			OUTDOOR SKILLS PRACTICUM	1.00	P
			PERSONAL FITNESS/CONDITIONING	3.00	P
			FIRST AID	1.00	P
PERSONAL FINANCE BY CORRESPONDENCE					
89/SP			PERSONAL FINANCE	1.00	P
FUNDAMENTALS OF MARINE CORPS LEADERSHIP BY CORRESPONDENCE					
89/FA			EMPLOYEE RELATIONS	1.00	P
MARINE CORPS ENLISTED MILITARY OCCUPATIONAL SPECIALTY					
INFANTRYMAN (MOS 11B20) (MCE-0321) (11B20)					
93/FA			MAP READING	1.00	P
			FIRST AID	1.00	P
RECRUITER (MOS 00R20) (MCE-8411)					
93/FA			SOCIAL PSYCHOLOGY	2.00	P
			AUDIOVISUAL TECHNIQUES	2.00	P
			MARKETING TECHNIQUES	3.00	P
			PUBLIC SPEAKING	3.00	P
			RECORD KEEPING	2.00	P
			FIELD EXPERIENCE IN MARKETING	3.00	P
			RECORDS MANAGEMENT	3.00	P

CONTINUED ON PAGE 2

1



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Lori Morano, Registrar





# EXCELSIOR COLLEGE

Member of The University of the State of New York

7 COLUMBIA CIRCLE  
ALBANY, NEW YORK 12203-5159  
(518) 464-8500

OFFICIAL TRANSCRIPT  
ISSUED TO STUDENT

STUDENT ID NUMBER : [REDACTED] /XXX-XX-[REDACTED] DOB (M/D) : [REDACTED]  
ENROLL DATE : 02/19/2013

RICHARD DONOVAN

[REDACTED] MI [REDACTED] TRANSCRIPT

CONFERRED

TERM	DEPT	COURSE NUMBER	DESCRIPTIVE TITLE	SEM HRS	GRADE
------	------	------------------	----------------------	------------	-------

INTERNATIONAL TRAINING INSTITUTE FOR THE SHEET METAL AND AIR CONDITIONING INDUSTRY  
SHEET METAL APPRENTICE CURRICULUM

98/FA			APPLIED MATHEMATICS	2.00	P
			HUMAN RELATIONS IN THE WORKPLACE	2.00	P
			ENVIRONMENTAL HEALTH AND SAFETY	3.00	P
			BASIC ELECTRICITY	1.00	P
			BLUE PRINT READING AND BUILDING CODES	6.00	P
			HVAC INSTALLATION TECHNIQUES	4.00	P
			HVAC FUNDAMENTALS	4.00	P
			HEAT LOADS AND PSYCHROMETRICS	4.00	P
			HVAC TOOLS AND EQUIPMENT	2.00	P
			SHEET METAL LAYOUT	6.00	P
			SHEET METAL FABRICATION	8.00	P
			TECHNICAL DRAWING	6.00	P
			FIELD EXPERIENCE	8.00	P

END OF OFFICIAL RECORD



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Lori Morano, Registrar



# OAKLAND UNIVERSITY

Office of the Registrar

Rochester, Michigan 48309-4401

Student No: 600

Record of: Richard W Donovan

Oxford, MI 48371-0618  
USA

Issued To: Richard W Donovan  
Oxford, MI 48371-0618  
USA

Course Level: Undergraduate

SUBJ NO	COURSE TIME	CRED	GRD	PTS R
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PRE-SYSTEM TRANSFER SUMMARY HOURS:  
Ehrs: 58.00 GPA-Hrs: 0.00 OPTS: 0.00

## INSTITUTION CREDITS

Winter Semester 1994

HI 261 Fund Of Human Interactn

Ehrs: 0.00 GPA-Hrs: 0.00 OPTS: 0.00

\*\*\*\*\*TRANSCRIPT TOTALS\*\*\*\*\*

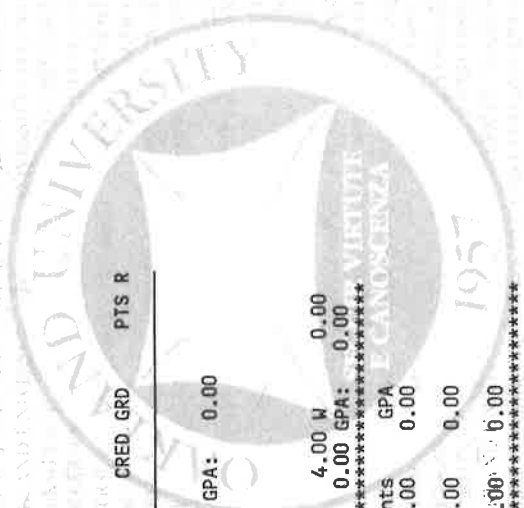
\*\*\*\*\*Banned Hrs: GPA-Hrs: OPTS:\*\*\*\*\*

TOTAL INSTITUTION 0.00 0.00 0.00

TOTAL TRANSFER 58.00 0.00 0.00

OVERALL 58.00 0.00 0.00

\*\*\*\*\*END OF TRANSCRIPT\*\*\*\*\*



Date Issued: 05-MAY-2015  
OFC Official Transcript

*Steven J. Shablin*

Steven J. Shablin, Registrar

Official OU transcripts have a colored background, heat seal, and signature on the front, and a watermark on the reverse side. This official university transcript does not require a raised seal.



# CENTRAL MICHIGAN UNIVERSITY

## OFFICE OF THE REGISTRAR OFFICIAL TRANSCRIPT

Page: 1 of 3  
Date: 05/06/2013

Transcript Prepared For:

Academic Record of:

RICHARD W DONOVAN

RICHARD W DONOVAN

Student Number: [REDACTED]

Student Level: Undergraduate

Term Admitted: Spring 1992-1993

Birth Month /Day: [REDACTED]

SSN: XXX-XX-[REDACTED]

Michigan UIC: [REDACTED]

### TRANSFER CREDITS:

Course	Title	Credits	Repeat
<b>MILITARY SERVICE SCHOOL CREDIT</b>			
<b>1988-1992</b>		<b>12.00</b>	
CNE CRED	Credit, No Equivalent	1.00	
CNE CRED	Credit, No Equivalent	1.00	
FIN CRED	Finance Credit	1.00	
HSC CRED	Health Sciences Credit	1.00	
HSC CRED	Health Sciences Credit	1.00	
MGT CRED	Management Credit	1.00	
MSL CRED	Military Science Credit	2.00	
PED ACT	Physical Education Activity	3.00	
RPL CRED	Recr, Parks & Leisure Serv Adm Credit	1.00	
<b>CENTRAL TEXAS COLLEGE</b>			
<b>1989</b>		<b>6.00</b>	
ENG 101	Freshman Composition	3.00	
ENG 201	Advanced Composition	3.00	
<b>MILITARY SERVICE SCHOOL CREDIT</b>			
<b>1990</b>		<b>1.00</b>	
PED ACT	Physical Education Activity	1.00	
<b>CENTRAL TEXAS COLLEGE</b>			
<b>1991-92</b>		<b>17.00</b>	
BIO CRED	Biology Credit	3.00	
CPS CRED	Computer Science Credit	4.00	
HST 111	United States to 1865	3.00	
PSY 100	Introduction to Psychology	3.00	
SPN 101	Elementary Spanish I	4.00	
<b>MACOMB COMMUNITY COLLEGE</b>			
<b>1992-93</b>		<b>33.00</b>	
CHM 120	Survey of Chemistry	4.00	
ECO 201	Principles of Macroeconomics	3.00	
ENG CRED	English Lang & Literature Credit	3.00	

### Notes

*Sharon E. Shitalan*  
CENTRAL MICHIGAN UNIVERSITY  
REGISTRAR

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# CENTRAL MICHIGAN UNIVERSITY

RICHARD W DONOVAN

OFFICE OF THE REGISTRAR

## OFFICIAL TRANSCRIPT

Page: 2 of 3

Date: 05/06/2013

**Undergraduate**

GEO 121	Cultures of the World	3.00
HST 112	United States 1865 to Present	3.00
HUM CRED	Humanities Credit	3.00
MTH 105	Intermediate Algebra	4.00
PHL 140	Introduction to Logic	3.00
PSC 105	Intro American Govt & Politics	4.00
SDA 101	Intro Interpernl Com	3.00

### US MILITARY SERVICE

**1992** 4.00

MSC CRED Military Science Credit 4.00

### AMERICAN COUNCIL ON EDUCATION

**1998** 56.00

IET CRED	Industrial & Engineering Tech Credit	8.00
IET CRED	Industrial & Engineering Tech Credit	4.00
IET CRED	Industrial & Engineering Tech Credit	4.00
IET CRED	Industrial & Engineering Tech Credit	3.00
IET CRED	Industrial & Engineering Tech Credit	1.00
IET CRED	Industrial & Engineering Tech Credit	6.00
IET CRED	Industrial & Engineering Tech Credit	6.00
IET CRED	Industrial & Engineering Tech Credit	2.00
IET CRED	Industrial & Engineering Tech Credit	4.00
IET CRED	Industrial & Engineering Tech Credit	8.00
IET CRED	Industrial & Engineering Tech Credit	6.00
MGT CRED	Management Credit	2.00
MTH CRED	Mathematics Credit	2.00

### CENTRAL MICHIGAN UNIVERSITY CREDITS:

<u>Course</u>	<u>Title</u>	<u>Credits</u>	<u>Grade</u>	<u>Repeat</u>
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#### Summer II 1994-1995

ECO 515	Collective Bargaining Labor Law	3.00	B	
Sem Hrs Earned:	3.00	GPA Hrs: 3.00	Points: 9.00	GPA: 3.00
Cum Tot Earned:	132.00	GPA Hrs: 3.00	Points: 9.00	GPA: 3.00

#### Summer I 1995-1996

ACC 201	Principles Accounting I	3.00	C	
Sem Hrs Earned:	3.00	GPA Hrs: 3.00	Points: 6.00	GPA: 2.00
Cum Tot Earned:	135.00	GPA Hrs: 6.00	Points: 15.00	GPA: 2.50

#### Fall 2009-2010

HSC 526	Mental Health	3.00	A	
REL 334	Death and Dying	3.00	B	
Sem Hrs Earned:	6.00	GPA Hrs: 6.00	Points: 21.00	GPA: 3.50
Cum Tot Earned:	141.00	GPA Hrs: 12.00	Points: 36.00	GPA: 3.00

#### Spring 2009-2010

HSC 317	Community Health	3.00	A	
JRN 360	Advertising Principles	3.00	A	
SOC 323	Racism & Inequality	3.00	A	

*Harvey E. Shitalan*  
CENTRAL MICHIGAN UNIVERSITY  
REGISTRAR

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# CENTRAL MICHIGAN UNIVERSITY

RICHARD W DONOVAN

Undergraduate

OFFICE OF THE REGISTRAR

## OFFICIAL TRANSCRIPT

Page: 3 of 3

Date: 05/06/2013

Sem Hrs Earned: 9.00    GPA Hrs: 9.00    Points: 36.00    GPA: 4.00  
Cum Tot Earned: 150.00    GPA Hrs: 21.00    Points: 72.00    GPA: 3.42

### Summer 2009-2010

CDE 291    Plnd Exp Comm Devel    3.00    A  
CDE 291AA    Planned Exp: Community Development    3.00    A  
CDE 491    Plnd Exp Comm Devel    3.00    A  
CDE 491AA    Planned Exp Comm Dev    3.00    A  
Sem Hrs Earned: 12.00    GPA Hrs: 12.00    Points: 48.00    GPA: 4.00  
Cum Tot Earned: 162.00    GPA Hrs: 33.00    Points: 120.00    GPA: 3.63

### Fall 2010-2011

COM 365    Persuasion and Social Influence    3.00    B  
COM 561    Comm in Conflict Management    3.00    B+  
HST 333    History of Michigan    3.00    B+  
REL 320    The Buddhist Tradition    3.00    C+  
Sem Hrs Earned: 12.00    GPA Hrs: 12.00    Points: 35.70    GPA: 2.97  
Cum Tot Earned: 174.00    GPA Hrs: 45.00    Points: 155.70    GPA: 3.46

### Spring 2010-2011

ACC 203    Essentials of Acc for Business    3.00    B  
AST 111    Astronomy    3.00    C  
AST 112    Intro to Astro Observations    1.00    D  
ENG 299    Writing Workshop II    1.00    CR  
HSC 520    Health Services Administration    3.00    B+  
HSC 537    Stress Reduction Workshop    1.00    A  
HST 312    Amer Military Experience    3.00    B-  
Sem Hrs Earned: 15.00    GPA Hrs: 14.00    Points: 38.00    GPA: 2.71  
Cum Tot Earned: 189.00    GPA Hrs: 59.00    Points: 193.70    GPA: 3.28

**Conferred: 05/2011 Bachelor of Science**

**Majors: Comm Dev: Community Services**

**End of Document**

*Karen E. Hotalon*  
CENTRAL MICHIGAN UNIVERSITY  
REGISTRAR

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Richard W. Donovan

MI

Student Name: Richard W. Donovan

DOB: [REDACTED]

SSN: [REDACTED] ID: [REDACTED]

## TRANSFER CREDIT

				HRS EARN	BEGIN DATE	END DATE
Central Michigan University						
(ACCT 2301 )	ACC-201	Principles of Accounting I	C	3.0	06/01/96	08/01/96
Macomb Community College						
(OPEN ELEC )	ATBC-1160	Construction-Cost Estimating	A	2.0	01/10/11	05/14/11
(SPCH ELEC )	SPH-106	Speech Communicat	B	3.0	08/26/92	12/19/92
(HIST 1302 )	HIS-231	His US 1865-Pres	B	3.0	08/26/92	12/19/92
(GOVT 2301 )	PSC-100	Intro Amer Polt	B	4.0	08/26/92	12/19/92
(PHIL 2303 )	PHI-220	Intro to Logic	C	3.0	01/12/93	05/15/93
(MATH 1301 )	MTH-100	Intermed Algebra	B	4.0	01/12/93	05/15/93
(GEOG 1303 )	GEO-120	World Geography	B	3.0	01/12/93	05/15/93
(CHEM 1411 )	CHM-105	General Chem I	C	4.0	01/12/93	05/15/93
(SBSC ELEC )	EEO-116	Economics I	C	3.0	08/23/93	12/18/93
(HUMA ELEC )	HUM-121	Intro to the Arts	C	3.0	08/23/93	12/18/93
(ENGL ELEC )	ENG-261	Intro to Novel/Fic	C	3.0	08/23/93	12/18/93

## EVALUATED CREDIT AWARDED

			HRS EARN	EVAL DATE
Military Educ & Experience:				
PSYC 1101	College Orientation		1.0	02/20/92
PYED 2108	Physical Condition		1.0	02/20/92
PHED ELEC	Physical Education		3.0	02/20/92
OPEN ELEC	Mechanical Maintenance		3.0	02/20/92
OPEN ELEC	Surveying		1.0	02/20/92

## INSTITUTIONAL CREDITS

			GRADE	HRS ATT	HRS EARN	GRADE POINTS	GPA
Term 1 1989							
ENGL 1301	Comp & Rhet I	C		3.0	3.0	6.0	
MATH 1301	Inter Algebra	W		0.0	0.0	0.0	
Term Total:				3.0	3.0	6.0	2.000
Cum Total:				3.0	50.0	6.0	2.000
Term 2 1989							
ENGL 1302	Comp & Rhet II	C		3.0	3.0	6.0	
Term Total:				3.0	3.0	6.0	2.000
Cum Total:				6.0	53.0	12.0	2.000
Term 5 1991							
BIOL 1301	Biological Science	C		3.0	3.0	6.0	
Term Total:				3.0	3.0	6.0	2.000
Cum Total:				9.0	56.0	18.0	2.000

\*\*\* CONTINUED \*\*\*



*Lillian R. Thayer*  
REGISTRAR



Student Name: Richard W. Donovan

DOB: [REDACTED]

SSN: [REDACTED]

ID: [REDACTED]

	GRADE	HRS ATT	HRS EARN	GRADE POINTS	GPA
Term 3 1992					
HIST 1301 Hist of US to 1865	B	3.0	3.0	9.0	
PSYC 2301 Introd to Psychology	A	3.0	3.0	12.0	
Term Total:		6.0	6.0	21.0	3.500
Cum Total:		15.0	62.0	39.0	2.600
Term 4 1992					
** Dean's List **					
MISC 1450 Microempr for Buss	B	4.0	4.0	12.0	
SPAN 1401 Beginning Spanish I	A	4.0	4.0	16.0	
Term Total:		8.0	8.0	28.0	3.500
Cum Total:		23.0	70.0	67.0	2.913

## SUMMARY OF CREDITS

Transfer Credits:	38.0
Evaluated Credits:	9.0
Institutional Credits:	23.0
Cumulative Credits:	70.0

TEC 51.907 Undergraduate Course Drop Counter: N This process is under development and the counter is inactive.

## TEXAS SUCCESS INITIATIVE CLASSIFICATION

AREA	STATUS	EXPLANATION
A11	Exempt	Degree Holder

In accordance with the Family Rights and Privacy Act of 1974, this transcript must not be released to a third party without written authorization from the student. Central Texas is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates of completion.

This transcript is not official unless it bears the signature and seal of the Registrar







# LANSING COMMUNITY COLLEGE

Where Success Begins

Page: 1

Record of: Richard W. Donovan

Date Issued: 23-SEP-2014

Issued to: Richard Donovan

Date of Birth: [REDACTED]

Student ID: [REDACTED]

UIC: [REDACTED]

[REDACTED], MI [REDACTED]

Course Level: Credit  
High School: [REDACTED] High School [REDACTED] 1988  
Only Admit: Fall 2014

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
----------	--------------	----------	-------

TRANSFER CREDIT ACCEPTED BY THE INSTITUTION:

6/88 - 4/92 US Marine Corp

BUSN 000	BUSN General Credit	1.00 TR
MGMT 000	MGMT General Credit	1.00 TR
PFPT 000	PFPT General Credit	3.00 TR
PFHW 000	PFHW General Credit	2.00 TR
Ehrs: 7.00	GPA-Hrs: 0.00	QPts: 0.00 GPA: 0.00

Dec 1998 American Council on Education

HVAC 000	HVAC General Credit	8.00 TR
HVAC 100	Fundamentals of HVAC	3.00 TR
HVAC 105	Sheet Metal Fab & Installation	2.00 TR
HVAC 130	Air Conditioning I	3.00 TR
HVAC 201	Mechanical Code	4.00 TR
Ehrs: 20.00	GPA-Hrs: 0.00	QPts: 0.00 GPA: 0.00

F92 - W11 Macomb Community College

CHEM 125	Basic Chemistry	4.00 TR
ECON 202	Principles of Economics-Macro	3.00 TR
ENGL 203	Introduction to Prose	3.00 TR
GEOG 200	World Regional Geography	3.00 TR
HUMS 120	Masterpieces of Art & Music	3.00 TR
MATH 112	Intermediate Algebra	4.00 TR
PHIL 151	Intro to Logic & Critical Think	3.00 TR
POLS 120	American Political System	3.00 TR
SPCH 120	Dynamics of Communication	3.00 TR
Ehrs: 29.00	GPA-Hrs: 0.00	QPts: 0.00 GPA: 0.00

F89 - Su92 Central Texas College

CITF 000	CITF General Credit	1.00 TR
CITF 110	Intro Computer Info Systems	3.00 TR
HIST 211	U.S. History to 1877	3.00 TR

\*\*\*\*\* CONTINUED ON NEXT COLUMN \*\*\*\*\*

SUBJ NO.	COURSE TITLE	CRED GRD	PTS R
Transfer Information continued:			
PSYC 200	Introduction to Psychology	3.00 TR	
SPAN 121	Elementary Spanish I	4.00 TR	
WRIT 121	Composition I	3.00 TR	
WRIT 122	Composition II	3.00 TR	
Ehrs: 20.00	GPA-Hrs: 0.00	QPts: 0.00	GPA: 0.00
***** TRANSCRIPT TOTALS *****			
		Earned Hrs	GPA Hrs
TOTAL INSTITUTION		0.00	0.00
TOTAL TRANSFER		76.00	0.00
OVERALL		76.00	0.00
***** END OF TRANSCRIPT *****			

*Tammy Grossbauer*

TAMMY GROSSBAUER  
REGISTRAR

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Student Name Richard ██████ Donovan  
Social Security Number XXX-XX-██████  
Student ID Number ██████  
Date of Birth ██████  
Program of Study Industrial Technology (Restricted)  
Specialization

ISSUED TO STUDENT

Page 1 of 1  
July 18, 2013  
Richard ██████ Donovan

Credits Transferred to OCC  
American Council on Education 56.00 credits  
United States Navy Experiences 9.00 credits  
Central Texas College 23.00 credits

Attempted Completed Grade Points GPA

-- End of Transcript --



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Stephen M. Linden, Registrar

Richard ██████ Donovan

██████████  
██████████ MI ██████████

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TO VERIFY: TRANSLUCENT GLOBE ICONS MUST BE VISIBLE WHEN HELD TOWARD A LIGHT SOURCE



Student Name  
Social Security Number  
Student ID Number  
Date of Birth  
Program of Study  
Specialization

Richard [REDACTED] Donovan  
XXX-XX-  
[REDACTED]  
Industrial Technology (Restricted)

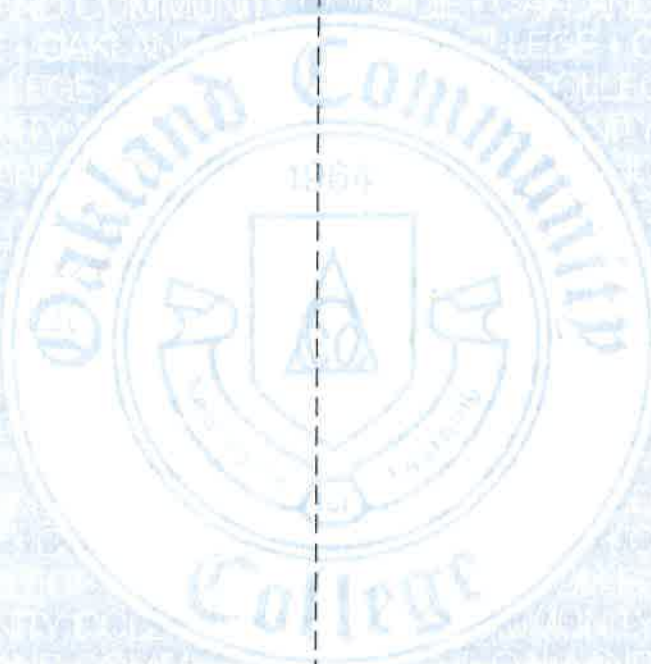
Page 1 of 1  
September 23, 2014  
Richard [REDACTED] Donovan

ISSUED TO STUDENT

Credits Transferred to OCC  
American Council on Education 56.00 credits  
United States Navy Experiences 11.00 credits  
Central Texas College 23.00 credits  
Journeyman's Card 15.00 credits

Attempted Completed Grade Points GPA

-- End of Transcript --



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Stephen M. Linden, Registrar

Richard [REDACTED] Donovan

[REDACTED], MI [REDACTED]

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# Macomb Community College

Education • Enrichment • Economic Development

"This information may not be released without the written consent of the student in accordance with the provisions of the Federal Family Educational Rights and Privacy Act of 1974 as amended 1995."

## Issued to Student

Mr. Richard W. Donovan

[REDACTED], MI [REDACTED]

### Student Name

Richard W. Donovan

### Student Birthdate

[REDACTED]

MACRAO Satisfied

### MCC Student ID No.

[REDACTED]

### Date of Transcript

Jan 07 2011

COURSE	Course Title	CRD	GRD	R	GRDPT
Transfer Credit:					
American Council on	006130	56.00			
U S Marine Corp Trai		7.00			
Central Texas Colleg		23.00			
Term GPA	0.000	Credit	86.00		
Cum GPA	0.000	Credit	86.00		

FALL 1992 (08/26/1992 to 12/19/1992)

MTH007	BEGINNING ALGEBRA	3.00	A		12.00
SPH106	SPEECH COMMUNICAT	3.00	B		9.00
HIS231	HIS US 1865-PRES	3.00	B		9.00
PSC109	INTRO AMER POLY	4.00	B		12.00
Term GPA	3.231	Credit	13.00		
Cum GPA	3.231	Credit	99.00		

SPRING 1993 (01/12/1993 to 05/15/1993)

GEO120	WORLD GEOGRAPHY	3.00	B		9.00
CHM105	GENERAL CHEM I	4.00	C		8.00
MTH100	INTERMED ALGEBRA	4.00	B		12.00
PHI220	INTRO TO LOGIC	3.00	C		6.00
Term GPA	2.500	Credit	14.00		
Cum GPA	2.852	Credit	113.00		

FALL 1993 (08/23/1993 to 12/18/1993)

ENG261	INTRO TO NOVEL/FIC	3.00	C		6.00
HUM121	INTRO TO THE ARTS	3.00	C		6.00
ECO116	ECONOMICS I	3.00	C		6.00
Term GPA	2.000	Credit	9.00		
Cum GPA	2.639	Credit	122.00		

2011 WINTER TERM (01/10/2011 to 05/14/2011)

ATBC1160	CONSTRUCTION - COST ESTIMATING	CIP	.....		
01/10/2011 to 05/09/2011					
Term GPA	0.000	Credit	0.00		
Cum GPA	2.639	Credit	122.00		

Continued on next Column/Page

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Ronald C. Hughes, College Registrar

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# ISSUED TO STUDENT

Mr. Richard Donovan

MI

## Student Name

Richard W. Donovan

## Student Birthdate

MACRAO Satisfied

## MCC Student ID No.

## Date of Transcript

Jun 22 2011

COURSE	Course Title	CRD	GRD	R	GRDPT
<b>Transfer Credit:</b>					
American Council on	006130	56.00			
U S Marine Corp Trai		9.00			
Sheet Metal Local #8		32.00			
Central Texas Colleg		23.00			
Term GPA	0.000	Credit	120.00		
Cum GPA	0.000	Credit	120.00		
<b>FALL 1992 (08/26/1992 to 12/19/1992)</b>					
MTR007	BEGINNING ALGEBRA	3.00	A		12.00
SPH106	SPEECH COMMUNICAT	3.00	B		9.00
HIS231	HIS US 1865-PRES	3.00	B		9.00
BSC100	INTRO AMER POLT	4.00	B		12.00
Term GPA	3.231	Credit	13.00		
Cum GPA	3.231	Credit	133.00		
<b>SPRING 1993 (01/12/1993 to 05/15/1993)</b>					
GEO120	WORLD GEOGRAPHY	3.00	B		9.00
CHEM105	GENERAL CHEM I	4.00	C		8.00
MTH100	INTERMED ALGEBRA	4.00	B		12.00
PHI220	INTRO TO LOGIC	3.00	C		6.00
Term GPA	2.500	Credit	14.00		
Cum GPA	2.852	Credit	147.00		
<b>FALL 1993 (08/23/1993 to 12/18/1993)</b>					
ENG261	INTRO TO NOVEL/TIC	3.00	C		6.00
HUM121	INTRO TO THE ARTS	3.00	C		6.00
ECO115	ECONOMICS I	3.00	C		6.00
Term GPA	2.000	Credit	9.00		
Cum GPA	2.639	Credit	156.00		
<b>2011 WINTER TERM (01/10/2011 to 05/14/2011)</b>					
CONSTRUCTION COST ESTIMATING		4.00	A		8.00
01/10/2011 to 05/09/2011					
Term GPA	4.000	Credit	2.00		
Cum GPA	2.711	Credit	158.00		

Continued on next Column/Page

COURSE	Course Title	CRD	GRD	R	GRDPT
<b>Degree Received: Associate of Arts</b>					
<b>Awarded On: 12/1993</b>					
<b>Program: Arts &amp; Sciences</b>					
<b>Specializations: Arts</b>					
<b>Program: Sheet Metal Structural Fab</b>					
<b>Awards: Certificate on 05/01/2011</b>					
<b>Specializations: Sheet Metal Fabrication</b>					
<b>Degree Received: Associate of Applied Science</b>					
<b>Awarded On: 05/2011</b>					
<b>Program: Building Construction</b>					
<b>Specializations: Building Construction</b>					
<b>End of official record.</b>					

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Ronald C. Hughes, College Registrar

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EXPLANATORY LEGEND AND AUTHENTICITY STATEMENT APPEAR ON REVERSE SIDE





# Registry of Credit Recommendations

American Council on Education  
One Dupont Circle, NW  
Washington, D.C. 20036

Transcript Print Date: 12/15/2010

Send To: Richard W Donovan  
[REDACTED]  
Oxford, MI 48371

Sent By: Richard W Donovan  
[REDACTED]  
Oxford, MI 48371

Social Security Number: [REDACTED]

Birth Date: [REDACTED]

ACE Course Number	Date Completed	Title, Description Credit Recommendation
International Training Institute for the Sheet Metal and Air Conditioning Indust Unique ID: Not Available		

SMAC-0001: 12/01/1998

## Sheet Metal Apprentice Curriculum

720 hours (4-5 year) supervised practical experience. Student will be able to apply appropriate communications and personal relations in the work setting; calculate related mathematics applications; calculate air movement and capacities; calculate heating and air conditioning loads; design, layout patterns, and assemble sheet metal components; define characteristics of different sheet metals and fibrous ductwork and their uses; install and test ductwork and architectural sheet metal; use sheet metal tools and power equipment in an efficient and safe manner; explain principles of electric motors and controls; explain basic principles of air conditioning; test and balance circulation systems; explain and demonstrate safe use of the various welding methods; and demonstrate workable knowledge of applicable OSHA regulations.

**Credit Recommendation:** VOC CERT OR LD BACC / ASSOC - 2 SH: APPLIED MATHEMATICS; - 2 SH: HUMAN RELATIONS IN THE WORKPLACE; - 3 SH: ENVIRONMENTAL HEALTH AND SAFETY; - 1 SH: BASIC ELECTRICITY; - 6 SH: BLUE PRINT READING AND BUILDING CODES; - 4 SH: HVAC INSTALLATION TECHNIQUES; - 4 SH: HVAC FUNDAMENTALS; - 4 SH: HEAT LOADS AND PSYCHROMETRICS; - 2 SH: HVAC TOOLS AND EQUIPMENT; - 6 SH: SHEET METAL LAYOUT; - 8 SH: SHEET METAL FABRICATION; 6 SH: TECHNICAL DRAWING; 8 SH: FIELD EXPERIENCE FOR A TOTAL OF 56 SEMESTER HOURS

----- End of Transcript -----

[REDACTED SIGNATURE]

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In accordance with USC 408 (b) (4) (B) (The Family Educational Rights and Privacy Act of 1974) you are hereby notified that this information is provided upon the condition that you, your agent or employees will not permit any other party access to this record without consent of the student. Alterations of this transcript may be a criminal offense.

James H. Seibe  
Assistant Vice President, Lifelong Learning  
American Council on Education



## International Training Institute for the Sheet Metal and Air Conditioning Industry

The International Training Institute for the Sheet Metal and Air Conditioning Industry (ITI), formerly known as the National Training Fund, is a joint labor-management trust fund created in 1971 between the Sheet Metal Workers' International Association (SMWIA) and Sheet Metal and Air Conditioning Contractors' National Association (SMACNA). ITI's mission is to develop training curriculum, educational support, and instructor training for the sheet metal and air conditioning industry. Students are enrolled in local apprenticeship programs sponsored by the local labor-management Joint Apprenticeship Training Committee. Instructors are journeyperson sheet metal workers who participate in a five-year instructor training program administered by the ITI and Ohio State University. This program ensures the highest quality training and education for those in the apprenticeship program. ITI's materials and programs are available only to local Joint Apprenticeship Training Committees in the United States and Canada.

Web Address: [www.sheetmetal-iti.org](http://www.sheetmetal-iti.org)

URL: <http://www.sheetmetal-iti.org>

### Sheet Metal Apprentice Curriculum

ACE Number: SMAC-0001

Credit Type: Course

#### Version 2

<b>Course Title:</b>	Sheet Metal Apprentice Curriculum
<b>Former Course Title:</b>	International Training Institute Sheet Metal and Air Conditioning Apprentice Curriculum (Formerly National Training Fund Sheet Metal and Air Conditioning Apprentice Curriculum)
<b>Location:</b>	International Training Institute for the Sheet Metal and Air Conditioning Industry
<b>Length:</b>	720 hours (4-5 year) plus supervised practical experience.
<b>Version Dates:</b>	03/01/1995 - 03/31/2010
<b>Description:</b>	720 hours (4-5 year) supervised practical experience. Student will be able to apply appropriate communications and personal relations in the work setting; calculate related mathematics applications; calculate air movement and capacities; calculate heating and air conditioning loads; design, layout patterns, and assemble sheet metal components; define characteristics of different sheet metals and fibrous ductwork and their uses; install and test ductwork and architectural sheet metal; use sheet metal tools and power equipment in an efficient and safe manner; explain principles of electric motors and controls; explain basic principles of air conditioning; test and balance circulation systems; explain and demonstrate safe use of the various welding methods; and demonstrate workable knowledge of applicable OSHA regulations.
<b>Objective:</b>	To provide knowledge and skills required of sheet metal journeypersons in fabricating and installing sheet metal products in heating and air conditioning systems and architectural applications.
<b>Learning Outcome:</b>	Upon successful completion of this course, the student will be able to calculate and use related mathematical applications; calculate air movement and capacities; calculate heating and air conditioning loads; design, layout patterns, and assemble sheet metal components; define characteristics of different sheet metals and fibrous ductwork and their uses; install and test ductwork and architectural sheet metal; use sheet metal tools and power equipment in an efficient and safe manner; explain principles of electric motors and controls; explain basic principles of air conditioning; test and balance circulation systems; and explain and demonstrate safe use of the various welding methods.
<b>Instruction:</b>	Major topics covered in the course are communication skills; personal relations within the industry; air movements and duct capacities; use of computers in sheet metal work; system design and layout; pattern development; various duct shapes; electric motors, circuits, and controls; applied mathematics; heating and air conditioning loads; use of fibrous materials and sheet metals; installation, testing, and balance of circulation systems; joining and fastening materials; safe use of sheet metal tools, machines, and power equipment; environmental and hazmat safety; principles of air conditioning; emergency procedures; modern techniques of gas and electric welding; and basic metallurgy. Methods of instruction include lecture, discussion, audiovisual materials, quizzes, projects or examinations and supervised field experience.



**Credit Recommendation:** In the lower division baccalaureate/associate degree category: 2 semester hours in Applied Mathematics; 2 semester hours in Human Relations; 3 semester hours in Environmental Health and Safety; 1 semester hour in Basic Electricity; 6 semester hours in Blue Print Reading and Building Codes; 4 semester hours in HVAC Installation Techniques; 4 semester hours in HVAC Fundamentals; 4 semester hours in Heat Loads and Psychrometrics; 2 semester hours in HVAC Tools and Equipment; 6 semester hours in Sheet Metal Layout; 8 semester hours in Sheet Metal Fabrication; 6 semester hours in Technical Drawing; and 8 semester hours in Field Experience for a total of 56 semester hours (8/01) (12/05).

### **Version 1**

**Course Title:** Sheet Metal Apprentice Curriculum

**Former Course Title:** International Training Institute Sheet Metal and Air Conditioning Apprentice Curriculum (Formerly National Training Fund Sheet Metal and Air Conditioning Apprentice Curriculum)

**Location:** International Training Institute for the Sheet Metal and Air Conditioning Industry

**Length:** 720 hours (4-5 years) plus supervised practical experience.

**Version Dates:** 09/01/1985 - 02/28/1995

**Description:** 720 hours (4-5 years) supervised practical experience. Student will be able to calculate related mathematic applications; calculate air movement and capacities; calculate heating and air conditioning loads; design, layout patterns, and assemble sheet metal components; define characteristics of different sheet metals and fibrous ductwork and their uses; install and test ductwork and architectural sheet metal; use sheet metal tools and power equipment in an efficient and safe manner; explain principles of electric motors and controls; explain basic principles of air conditioning; test and balance circulation systems; explain and demonstrate safe use of the various welding methods.

**Objective:** To provide knowledge and skills required of sheet metal journeypersons in fabricating and installing sheet metal products in heating and air conditioning systems and architectural applications.

**Learning Outcome:** Upon successful completion of this course, the student will be able to calculate related mathematic applications; calculate air movement and capacities; calculate heating and air conditioning loads; design, layout patterns, and assemble sheet metal components; define characteristics of different sheet metals and fibrous ductwork and their uses; install and test ductwork and architectural sheet metal; use sheet metal tools and power equipment in an efficient and safe manner; explain principles of electric motors and controls; explain basic principles of air conditioning; test and balance circulation systems; explain and demonstrate safe use of the various welding methods.

**Instruction:** Major topics covered in the course are communication skills; applied mathematics; personal relations within the industry; air movements and duct capacities; use of computers in sheet metal work; system design and layout; pattern development; various duct shapes; electric motors, circuits, and controls; heating and air conditioning loads; use of fibrous materials and sheet metals; installation, testing, and balance of circulation systems; joining and fastening materials; safe use of sheet metal tools, machines, and power equipment; environmental and hazmat safety; principles of air conditioning; emergency procedures; and modern techniques of gas and electric welding, and basic metallurgy. Methods of instruction include lecture, discussion, audio visual materials, unit quizzes, and yearly final examinations. Methods of instruction include lecture, discussion, practical exercises, computer-based activities, projects, written reports, performance tests, and a yearly final examination.

**Credit Recommendation:** In the vocational certificate or lower division baccalaureate/associate degree category, 2 semester hours in Applied Mathematics; 1 semester hour in Basic Electricity; 5 semester hours in Building Components; 3 semester hours in Environmental Health and Safety; 2 semester hours in Human Relations in the Workplace; 12 semester hours in HVAC Installation and Service; 1 semester hour in HVAC Tools and Equipment; 6 semester hours in Sheet Metal Layout and Fabrication; 16 semester hours in Technical Drawing and Blueprint Reading; and 8 semester hours in Field Experience for a total of 56 semester hours (2/95).










An official transcript is required for employment with the State of Michigan classified service and Civil Service examinations. It must bear the college or university certification (e.g. seal, logo, watermark, and/or letterhead), Registrar's signature, and date. Transcripts that do not meet these requirements will be considered unofficial.

An unofficial transcript is an internet copy printed from the student's college/university web account, a transcript stamped with "Student Copy," or a transcript that is labeled as "Unofficial."

Upon receipt of the official transcript, it must be scanned and attached to the electronic NEOGOV application with one of the following file extensions: pdf, doc, docx, txt, or rft. When building your Applicant Profile in the NEOGOV application, click the **Add Attachment(s)** Section to add your transcript(s). When attaching transcripts, please name the college/university for each transcript attached.

It is not necessary to have the college/university mail your transcript or email an electronic transcript directly to a state department unless a "Sealed Transcript" is requested by a specific person in a state department. Unsolicited transcripts mailed or emailed directly to a hiring agency without an application will not be accepted.


  
 COLUMBIAN UNIVERSITY

## Columbus University

P.O. Box 879 • Maryland, NIS 99864-6879  
(TEL: (800) 222-3679)

### OFFICIAL STUDENT TRANSCRIPT

Name	Sex	Date of Birth	Social Security Number	Student Number
John Doe	Male	1/1/1990	000000000	123456
Address				
123 Main Street				
City	State	Zip	Country	Accepted From
Anytown	NY	12345	USA	
Degree	Major		Graduation Date	
Bachelor Degree Program	Business Administration			


Dependency Credits		NO	
Course #	Course Title	Credit	Grade Points Grade
BA101-01	Introduction to Business	3	B
BA101-02	Business Law	3	C
BA101-03	Business Ethics	3	B
BA101-04	Principles of Accounting	3	A
BA101-05	Principles of Economics	3	A
BA101-06	Principles of Finance	3	A
BA101-07	Principles of Management	3	A
BA101-08	Principles of Marketing	3	A
BA101-09	Principles of Operations	3	A
BA101-10	Principles of International Business	3	A
BA101-11	Principles of Business Law	3	A
BA101-12	Principles of Business Management	3	A
		<b>18</b>	<b>18</b>

Grade Point Average: 3.27

Total Credits: 182

**NOTE:** The transcript is printed on security paper and features the school's seal.

Here is the official signature



Mod: 000000000 (00-0000)

Page: 1 of 1

COLUMBIAN UNIVERSITY





STATE OF MICHIGAN  
invites applications for the position of:

## Assistance Payments Worker 8-E10 Metro Region Counties

An Equal Opportunity Employer

**JOB #:** APW - M.R.

**DEPARTMENT:** MDHHS - Counties

**BARGAINING UNIT:** UNITED AUTO WORKERS (UAW)

**SALARY:**

Hourly  
\$17.70 - \$24.39

Biweekly  
\$1,416.00 - \$1,951.20

**OPENING DATE:** 08/13/12

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

The role of the Eligibility Specialist is to strengthen Michigan families by:

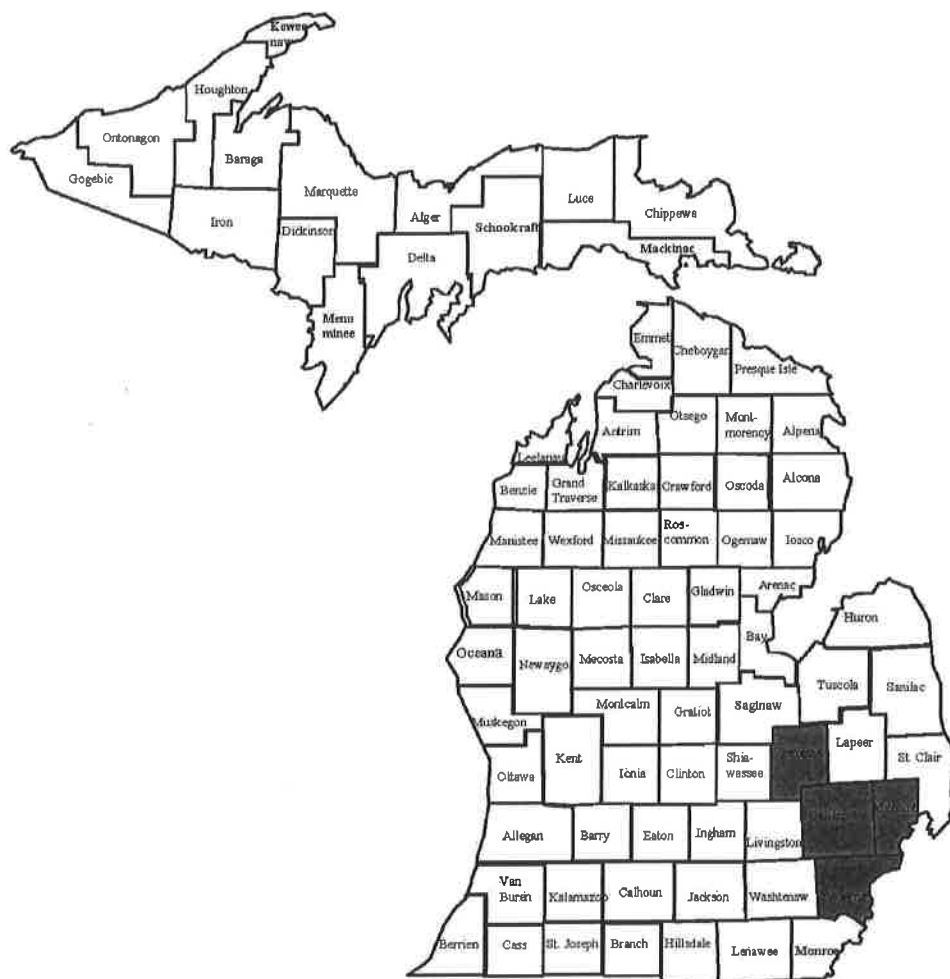
- Ensuring that each person/family that applies for public assistance receives the type and level of assistance that they are eligible for.
- Assessing the needs of each person/family and giving them appropriate information and making any referrals and/or contacts to persons/agencies to help them meet their needs.
- Providing all families with information about the expectations and goals of DHS.
- Encouraging and guiding families in their efforts to become self supporting.

See complete position description here: [Position Description](#)

**\*\*The Metro Region consists of Genesee, Macomb, Oakland and Wayne Counties.\*\*** Applicants interested in more



than one county within the Metro Region must apply individually for each county of interest. \*\*



#### REQUIRED EDUCATION AND EXPERIENCE:



**Education**

Completion of two years of college (60 semester or 90 term credits).

**Experience**Assistance Payments Worker 8

No specific type or amount is required.

Assistance Payments Worker 9

One year of experience equivalent to an Assistance Payments Worker 8, Migrant Program Worker 8, or Family Independence Specialist 9.

Assistance Payments Worker E10

Two years of experience equivalent to an Assistance Payments Worker, including one year equivalent to an Assistance Payments Worker 9;

OR

Two years equivalent to a Migrant Program Worker, including one year equivalent to a Migrant Program Worker 9;

OR

Two years of experience equivalent to a Family Independence Specialist, including one year equivalent to a Family Independence Specialist 10.

Assistance Payments Worker 11

Three years of experience equivalent to an Assistance Payments Worker, including one year equivalent to an Assistance Payments Worker E10;

OR

Three years equivalent to a Migrant Program Worker, including one year equivalent to a Migrant Program Worker E10;

OR

Three years of experience equivalent to a Family Independence Specialist, including one year equivalent to a Family Independence Specialist P11.

**ALTERNATE EDUCATION AND EXPERIENCE:**

Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level, may be substituted for the education requirement.

Completion of one year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level, may be substituted for the education requirement.

Three years of Home Aide experience, including one year equivalent to a Home Aide E8, may be substituted for the education requirement.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

**Your application will be valid for 6 months then you are eligible to reapply.**

View the job specification at : [http://www.michigan.gov/documents/AssistancePaymentsWorker\\_12090\\_7.pdf](http://www.michigan.gov/documents/AssistancePaymentsWorker_12090_7.pdf)

Position Description

Map of Metro Region Counties

**To be considered for this position you must:**

- apply for this position online via NEOGOV; click on "Apply" in the job posting for instructions on submitting your electronic application. Hard copy applications are not accepted.



- attach a resume identifying specific experience and dates of employment. Dates of employment should include month and year and hours per week.
- attach a cover letter.
- if applicable, attach a copy of an official transcript(s). We accept scanned copies of official transcripts. We do not accept web-based, internet, or copies of unofficial transcripts. Official transcripts provide the name of the institution, confirmation that a degree was awarded and on what date, and the registrar's signature.

**Failure to complete any of the above items may result in your application not being considered. See instructions for attaching files here: [Instructions](#)**

**YOUR APPLICATION FOR ANY POSITION DOES NOT GUARANTEE YOU WILL BE CONTACTED BY THE DEPARTMENT/AGENCY FOR FURTHER CONSIDERATION. ONLY THOSE APPLICANTS INTERVIEWED WILL BE NOTIFIED OF THE RESULTS.**

---

MDHHS - Counties  
Office of Human Resources  
Lansing, Michigan

[See Posting Above for Contact Information](#)

---

### **Assistance Payments Worker 8-E10 Metro Region Counties Supplemental Questionnaire**

- \* 1. ASTPWKR8-E10 - Do you possess one of the following? Two years of college (60 semester or 90 term credits). Please attach a copy of your official transcript(s). OR Four years of administrative support experience in a human services or office setting, including two years equivalent to the experienced (E7) level. OR One year of college (30 semester or 45 term credits) and three years of administrative support experience in a human services or office setting, including one year equivalent to the experienced (E7) level. Please attach a copy of your official transcript(s). OR Three years of Home Aide experience, including one year equivalent to a Home Aide E8.
  - ☐ Yes
  - ☐ No
- \* 2. Do you have an associate's degree or higher? (Please attach a copy of college transcript. Applicants who fail to do so may be screened out).
  - ☐ Yes
  - ☐ No
- \* 3. Do you possess a Bachelor's degree in any major? (Please attach a copy of your college transcript. Applicants who fail to do so may be screened out).
  - ☐ Yes
  - ☐ No
- \* 4. ASTPWKR - Please select your level of experience.
  - ☐ None
  - ☐ One to two years of experience equivalent to an Assistance Payments Worker 8; Migrant Program Worker 8; or Family Independence Specialist 9.
  - ☐ Two to three years of experience equivalent to an Assistance Payments Worker (including one year equivalent to the 9 level); Migrant Program Worker (including one year equivalent to the 9 level); or Family Independence Specialist (including one year equivalent to the 10 level).
  - ☐ At least three years of experience equivalent to an Assistance Payments Worker (including one year equivalent to the E10 level); Migrant Program Worker (including one year equivalent to the E10 level); or Family Independence Specialist (including one year equivalent to the P11 level).
- \* 5. How many years experience do you possess navigating between different programs or applications (such as Microsoft Office and/or automated systems) and obtaining and processing the necessary information? (if you possess this experience, you must document in your application materials to allow for accurate screening).
  - ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None



- \* 6. How many years of experience do you possess where part of your daily duties involves dealing with customers to obtain detailed information either on the phone or in person? (If you possess this experience, you must document in your application materials to allow for accurate screening).
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 7. How many years of administrative support experience do you possess working in an office setting? (ie: work where the principal duties and responsibilities involve office support work in such areas as answering telephones, customer and staff support, word processing, data production, database and file maintenance, performing calculations and secretarial office coordination).
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 8. How many years of experience do you possess determining eligibility of benefits? (If you possess you must document in your application materials to allow for accurate screening).
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 9. How many years of experience do you possess in computer data entry and retrieval? (If you possess, you must document in your application materials to allow for accurate screening.)
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 10. How many years of experience do you possess working with a population who may be volatile? (If you possess, you must document in your application materials to allow for accurate screening.)
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 11. How many years of experience do you possess interviewing or questioning customers to solicit pertinent information in order to provide certain services? (If you possess, you must document in your application materials to allow for accurate screening.)
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 12. How many years of experience do you possess in a job that requires strong production skills to keep large volumes of paperwork moving through a process quickly and accurately? (If you possess, you must document in your application materials to allow for accurate screening.)
- ☐ More than five years
  - ☐ 3-5 years
  - ☐ 1-3 years
  - ☐ Less than one year
  - ☐ None
- \* 13.

How many years of experience do you possess in a job that involves having to meet deadlines? (If you possess, you must document in your application materials to allow for accurate screening.)

- ☐ More than five years
- ☐ 3-5 years
- ☐ 1-3 years
- ☐ Less than one year
- ☐ None

\* 14. From the options below, which accurately describes your current status? (A current state employee works for an actual state department such as the Department of Corrections, the Department of Transportation, etc.)

- ☐ A current Department of Human Services (DHS) employee
- ☐ A Department of Human Services (DHS) employee in layoff status
- ☐ A current State of Michigan (non-DHS) employee
- ☐ A State of Michigan (non-DHS) employee in layoff status
- ☐ None of the above

\* 15. Are you currently in a position at DHS that is represented by the UAW Local 6000? (Services Specialists, FIS, or APW)

- ☐ Yes ☐ No

\* 16. Have you been disciplined, dismissed, resigned in lieu of dismissal, or been suspended within the last two years? (Reprimands need not be reported.)

- ☐ Yes
- ☐ No

\* 17. If you answered yes to the previous question, please explain. If no, please enter N/A.

\* 18. Do you have an Intentional Program Violation from the Department of Human Services?

- ☐ Yes ☐ No

\* 19. Do you have any objection to being finger printed or drug tested?

- ☐ Yes ☐ No

\* 20. Do you possess a valid driver's license?

- ☐ Yes
- ☐ No

\* 21. If you answered yes to the previous question, please list the state issued by, license number, expiration date. If no, type N/A.

\* 22. Have you ever been convicted of a felony?

- ☐ Yes ☐ No

\* 23. Have you ever been convicted of a misdemeanor?

- ☐ Yes ☐ No

\* 24. If you answered "yes" to the previous question, which misdemeanor best fits your situation? If you marked "no" on the previous question, please check None.

- ☐ DUI
- ☐ Embezzlement
- ☐ Retail Fraud
- ☐ Traffic Violation resulting in a misdemeanor conviction
- ☐ Abuse or neglect
- ☐ Minor in Possession
- ☐ Breaking and Entering
- ☐ Assault or Domestic Violence



- ☐ Other - Not listed  
☐ None
- \* 25. Do you read, write and speak Arabic Fluently? (you may be required to translate a document in the interview process)  
☐ Yes ☐ No
- \* 26. Do you read, write and speak Spanish Fluently? (you may be required to translate a document in the interview process).  
☐ Yes ☐ No
- \* 27. Did you attach a cover letter and a copy of your résumé to your application? (Failure to do so may result in your application being screened out.)  
☐ Yes ☐ No
- \* 28. Did you attach a copy of an official college/university transcript to your application? (Failure to do so may result in your application being screened out.)  
☐ Yes ☐ No
- \* 29. Which county are you willing to accept employment? Please review a statewide county map before making selection. (If you want to apply to more than one county please reapply)  
☐ Genesee County  
☐ Macomb County  
☐ Oakland County  
☐ Wayne County
- \* 30. How did you hear about this job posting?  
☐ Internet  
☐ Friends  
☐ Career Fair  
☐ College Informational Session  
☐ Other
- \* 31. If you attended a specific career fair and/or college informational session, please check the appropriate boxes.  
☐ Michigan State University  
☐ Western Michigan University  
☐ Oakland University  
☐ University of Detroit Mercy  
☐ Eastern Michigan University  
☐ Marygrove College  
☐ GrandValley State University  
☐ Baker College  
☐ Northern Michigan University  
☐ N/A
- \* 32. Are you interested in a Limited Term position?  
☐ Yes ☐ No
- \* Required Question



STATE OF MICHIGAN  
invites applications for the position of:

# Transportation Technician 11 (Construction) - Metro Region, Taylor TSC

An Equal Opportunity Employer

**JOB #:** 5901-15-MR-41-TS

**DEPARTMENT:** Transportation

**BARGAINING UNIT:** TECHNICAL (SEIU)

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$18.79 - \$27.20	\$1,503.20 - \$2,176.00	\$39,083.20 - \$56,576.00

**OPENING DATE:** 04/30/15

**CLOSING DATE:** 05/14/15 05:00 PM

**JOB DESCRIPTION:**

**This position is open to current MDOT employees only.**

Participate in a full range of duties associated with field inspection, surveying, and project documentation for construction of highways, bridges, and transportation facilities. Assure construction contracts are constructed in accordance with the plans, specifications and related contract documents. Perform engineering technical support activities, including materials testing, inspection, and compliance. Perform technical surveying work as required. Act in lead worker capacity for Transportation Technician 8-10 positions.

Position Description

**REQUIRED EDUCATION AND EXPERIENCE:**

**Education**

Possession of an Associate's degree in concrete technology, civil technology, construction technology, or surveying technology.

**Experience**

Three years of experience equivalent to a Transportation Technician, including one year equivalent to a Transportation Technician E10.

**ALTERNATE EDUCATION AND EXPERIENCE:**

**Transportation Technician 8 - 12**

Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic may be substituted for the Associate's degree.



OR

Completion of 60 semester (90 term) credits including 8 semester (12 term) credits of mathematics and 24 semester (36 term) credits in any combination of course work in at least three of the following areas: structures, materials, soils, hydrology, surveying, drafting/design, bituminous, concrete, aggregates, chemistry, physics, geology, environmental science, computer science, highway or traffic technology or thermodynamics may be substituted for the Associate's degree.

OR

Possession of a Bachelor's degree or higher in an Applied Science with 16 semester hours (24 term) credits in job specific or related course work qualifies for the Transportation Technician E10 level.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

Possession of one of four industry certifications as described below and current certification in Comprehensive Soil Erosion and Sedimentation Control.

View the entire job specification

at: [http://www.michigan.gov/documents/mdcs/TransportationTechnician\\_348543\\_7.pdf](http://www.michigan.gov/documents/mdcs/TransportationTechnician_348543_7.pdf)

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Transportation  
425 West Ottawa Street  
Lansing, Michigan 48909

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**Transportation Technician 11 (Construction) - Metro Region, Taylor TSC Supplemental Questionnaire**

- \* 1. TRANTCHA - Do you possess one of the following? If so, please attach a copy of your official college transcripts. Possession of an Associate's degree in concrete technology, civil technology, construction technology, or surveying technology AND at least three years of experience equivalent to a Transportation Technician. OR Four years of technician level experience consisting of quality control inspections, drafting, materials and testing, surveying, or traffic AND at least three years of experience equivalent to a Transportation Technician. OR Completion of 60 semester (90 term) credits including 8 semester (12 term) credits of mathematics and 24 semester (36 term) credits in any combination of course work in at least three of the following areas: structures, materials, soils, hydrology, surveying, drafting/design, bituminous, concrete, aggregates, chemistry, physics, geology, environmental science, computer science, highway or traffic technology or thermodynamics AND at least three years of experience equivalent to a Transportation Technician. OR Possession of a Bachelor's degree or higher in an Applied Science with 16 semester hours (24 term) credits in job specific or related course work AND at least one year of experience equivalent to a Transportation Technician.

- ☐ Yes  
☐ No

- \* 2. TRANTCH – Please select your level of experience?

- ☐ None to one year of experience equivalent to a Transportation Technician.
- ☐ One to two years of experience equivalent to a Transportation Technician.
- ☐ Two to three years of experience equivalent to a Transportation Technician.
- ☐ Three to four years of experience equivalent to a Transportation Technician.
- ☐ At least four years of experience equivalent to a Transportation Technician.

\* 3. Do you possess a valid driver's license?

- ☐ Yes ☐ No

\* 4. Are you a current Michigan Department of Transportation employee?

- ☐ Yes ☐ No

\* 5. Are you a current Transportation Technician-A at the Michigan Department of Transportation (MDOT)?

- ☐ Yes ☐ No

\* 6. Do you possess a current certification in any of the following? (please check all that apply):

- ☐ Density
- ☐ MCA Concrete Level 1
- ☐ MCA Concrete Level 2
- ☐ Aggregate
- ☐ Bituminous
- ☐ Soil Erosion
- ☐ Storm Water Operator

\* 7. Do you have experience using Fieldbook/FieldManager?

- ☐ Yes ☐ No

\* 8. Do you have experience in finaling out a project?

- ☐ Yes ☐ No

\* 9. Do you have any experience leading a team or work group in overseeing a construction project?

- ☐ Yes ☐ No

\* 10. MDOT - Where did you hear about this job? (Check all that apply)

- ☐ NEOGOV or Governmentjobs.com
- ☐ Career Fair
- ☐ College/University Website
- ☐ Twitter
- ☐ Facebook
- ☐ Other Social Media
- ☐ Career Search Engine (i.e. Monster, Careerbuilder)
- ☐ Michigan Works!
- ☐ Other

\* Required Question





STATE OF MICHIGAN  
invites applications for the position of:  
**Corrections Officer**

An Equal Opportunity Employer

**JOB #:** 47CO-14-Corr Officer

**DEPARTMENT:** Corrections Recruitment

**BARGAINING UNIT:** MICHIGAN CORRECTIONS ORGANIZATION (MCO)

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$16.32 - \$25.00	\$1,305.60 - \$2,000.00	\$33,945.60 - \$52,000.00

**OPENING DATE:** 06/07/14

**CLOSING DATE:** Continuous

**JOB DESCRIPTION:**

This is an entry-level position. Employees in this job oversee and participate in the custody, security, and treatment of prisoners in correctional facilities.

**MILITARY VETERANS ARE ENCOURAGED TO APPLY**

View the class specification at:

[http://www.michigan.gov/documents/CorrectionsOfficer\\_11989\\_7.pdf](http://www.michigan.gov/documents/CorrectionsOfficer_11989_7.pdf)

These positions are at various locations throughout the state. See map link for the locations:  
[Map](#)

Upon hire, employees are required to successfully complete the DOC Officer Recruit Training program designed to provide knowledge and skills required to function as a corrections officer. The training program consists of 8 weeks of academy training and two months of on-the-job training.

Upon successful completion of the training and other departmental requirements, the officer will complete the probationary period at an assigned correctional facility (facilities are located throughout the state). The employee participates in the custody, security, and treatment of prisoners or detainees while learning and developing the interpersonal skills required to perform a range of corrections officer assignments.

Successful completion of the initial training program, annual training, and continuing certification as a Corrections Officer are required to remain employed.

**NOTE: These positions are considered test designated and are subject to all forms of drug and alcohol testing.**

**REQUIRED EDUCATION AND EXPERIENCE:****Education**

Completion of 15 semester/23 term college credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

**Military Veterans:** The MDOC accepts Joint Services Transcripts(JST). Please call 517-373-4825 for assistance with your JST's.

**Experience**Corrections Officer 8

No specific type or amount is required.

**ALTERNATE EDUCATION AND EXPERIENCE:**

Completion of a recognized corrections training program in another state or federal jurisdiction, completion of at least two years of full-time corrections officer work experience, and currently employed satisfactorily in a corrections officer position, or have left corrections officer employment in satisfactory status.

**OR**

Possession of 30 semester/45 term college credits leading toward a degree in any major.

**ADDITIONAL REQUIREMENTS AND INFORMATION:**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

The Department of Corrections will not hire individuals who are found unsuitable for employment as a Corrections Officer based on background investigation of the individual.

An applicant who has been convicted of a misdemeanor, excluding a controlled substance violation and domestic violence conviction, shall not be eligible for employment until one year after satisfactory completion of any sentence imposed, including probation.

An applicant who has a controlled substance violation in any jurisdiction including military, pending misdemeanor charges, a domestic violence conviction or outstanding warrants, is ineligible for consideration for employment by the Department of Corrections.

An applicant who has a pattern of misdemeanor convictions may be found unsuitable for employment by the Department of Corrections.

An applicant must be at least eighteen (18) years of age at time of employment as a Corrections Officer.

An applicant must pass a post-job-offer medical exam, drug screen, and physical fitness test.

An applicant must successfully complete a 640-hour training academy and satisfactorily complete annual training and continuing certification as a Corrections Officer to remain employed.

**Required Documents**



You must scan and attach your official college transcript(s). Do not submit this application until you have scanned and attached the official transcript(s). Your application will not be processed until an official transcript is received.

And, depending on the alternate education and experience:

Scan and attach your corrections training certificate **and** supporting documentation to verify satisfactory employment status.

Scan and attach your DD-214-Member 4 Copy (active duty), NGB-22-Individual Copy 2 (National Guard), and/or discharge certificate (all other military reserve duty) for each tour of service along with the application.

Scan and attach verification from the military branch where you are currently serving.

#### Official Transcript

An official transcript must bear the college/university certification (e.g. seal, logo, watermark, and/or letterhead), Registrar's signature, and date. A transcript with these requirements, with the stamp "Issued to Student" is accepted as an official transcript. An unofficial transcript is: (1) an internet copy printed from the college/university student web account; (2) a transcript stamped with "Student Copy," and (3) a transcript that is labeled as "Unofficial." The official transcript must be scanned and attached to the electronic NEOGOV Civil Service application with one of the following file extensions: pdf, doc, docx, txt, or rft. Photographs or Instagrams of official transcripts are not accepted. When building your Applicant Profile in the NEOGOV application, click the **Add Attachment(s)** Section to add your transcript(s). When attaching transcripts, please name the college/university for each transcript attached.

**Military Veterans:** The MDOC accepts Joint Services Transcripts(JST). Please call 517-373-4825 for assistance with your JST's.

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#### **Corrections Officer Supplemental Questionnaire**

\* 1. CORR - Please select one of the following:

☐ I possess at least 15 semester/23 term college credits in one or a combination of the following areas: correctional administration, criminal justice, criminology, psychology, social work, sociology, counseling and guidance, educational psychology, family relations, pastoral counseling, or law enforcement.

- ☐ I possess at least 30 semester/45 term college credits leading toward a degree in any major.
- ☐ I have completed at least two years of full-time corrections officer work experience in another state or federal jurisdiction, and am currently employed satisfactorily in a corrections officer position or have left corrections officer employment in satisfactory status.
- ☐ None of the above.
- \* 2. CORR - Are you 18 years of age or older? (Applications will not be considered if applicant is under 18)
- ☐ Yes  
☐ No
- \* 3. CORR - Do you have a valid driver's license?
- ☐ Yes ☐ No
- \* 4. CORR - If yes, please list drivers license number, expiration date and state of issue. If no, please enter N/A:
- \* 5. CORR - Have you ever been convicted of domestic violence?
- ☐ Yes  
☐ No  
☐ Yes, but I successfully completed a sentence that was deferred or under HYTA.
- \* 6. CORR - If yes, please provide the date of offense, offense, location, and disposition. If no, enter N/A:
- \* 7. CORR - Have you ever been convicted of a Felony?
- ☐ Yes  
☐ No  
☐ Yes, but I successfully completed a sentence that was deferred or under HYTA.
- \* 8. CORR - If yes, please provide the date of offense, offense, location, and disposition. If no, enter N/A:
- \* 9. CORR - Have you engaged in sexual abuse in a prison, jail, lockup, community confinement facility, juvenile facility or other institution as defined in 42 U.S.C. 1997?
- ☐ Yes  
☐ No
- \* 10. CORR - Have you been convicted of engaging in, attempting to engage in or conspiracy to engage in sexual activity facilitated by force, overt or implied threats of force or coercion, or if the victim did not consent or was unable to consent or refuse?
- ☐ Yes  
☐ No
- \* 11. CORR - Have you been civilly or administratively adjudicated to have engaged in the activity described in the question above?
- ☐ Yes  
☐ No



- \* 12. CORR - I understand and agree that the Department of Corrections will make a thorough investigation of my ENTIRE CRIMINAL HISTORY and may verify all data given in the criminal history check. Any material misrepresentation or deliberate omission of a fact in their application may be justification for refusal of, or if employed, termination from employment.

☐ Yes

☐ No

\* Required Question